



DECLARATION

I, Emiko Amano declare that:

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2. I understand and read both the Japanese and the English
languages.

3. The attached is a full true and faithful English
translation made by me of the priority document of the Japanese
Patent Application No. 11-343621, filed on December 2, 1999.

4. I declare further that all statements made herein of
my own knowledge are true, and that all statements made on
information and belief are believed to be true; and further that
these statements were made with the knowledge that willful false
statements and the like so made are punishable by fine or
imprisonment, or both, under Section 1001 of Title 18 of the
United States Code, and that such willful false statements may
jeopardize the validity of the above-identified application or
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Application No. 11-343621

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SPECIFICATION

[DOCUMENT] SPECIFICATION

[TITLE OF THE INVENTION]

Electronic mail apparatus

[CLAIMS]

[Claim 1] An e-mail apparatus comprising:

a storage section for storing a destination table in which destination records in each of which an address of an e-mail destination and a destination notation are correlated with each other are registered and a group table in which group records in each of which an identification name of a group and one or a plurality of destinations are correlated with each other are registered; and

a control section having a destination classification function of classifying, when a group is designated as destinations of an e-mail message, destinations correlated with the designated group into destinations who are listed in the e-mail message to be transmitted and destinations who are not, and a transmission function of transmitting the e-mail message based on the classification by the destination classification function.

[Claim 2] The e-mail apparatus of claim 1, wherein the control section further has a function of designating a group of destinations as designations of the e-mail message based on

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attribute information of the e-mail message.

[Claim 3] The e-mail apparatus of claim 1 or 2, wherein the control section prohibit transmission of the e-mail message to the destinations which are listed in the e-mail message.

[Claim 4] The e-mail apparatus of claim 1 or 2, wherein the destination classification function includes a function of subclassifying the destinations which are listed in the e-mail message to be transmitted based on a preset condition.

[Claim 5] The e-mail apparatus of any one of claims 1 to 4, wherein the destination classification function is a function of performing the classification depending on whether the destinations are listed in a prescribed region of the e-mail message to be transmitted.

[Claim 6] The e-mail apparatus of any one of claims 1 to 5, wherein the transmission function includes a function of transmitting, when a destination which is not correlated with the designated group is listed in the e-mail message to be transmitted, the e-mail message is also transmitted to the destination.

[Claim 7] The e-mail apparatus of claim 6, wherein the storage section has a mail storage area for storing transmitted e-mails,

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and the transmission function includes a function of attaching, when transmitting the e-mail message to the destination which is not correlated with the designated group, to the e-mail message to be transmitted, e-mail messages which are stored in the mail storage area and were transmitted to the destinations of the designated group.

[Claim 8] The e-mail apparatus of any one of claims 1 to 7, wherein the control section has a function of executing, when a destination which is not correlated with the designated group is listed in the e-mail message to be transmitted, a process of inquiring of a user whether to register the destination as a member of the designated group.

[DETAILED DESCRIPTION OF THE INVENTION]

[0001]

[Technical field to which the invention belongs]

The present invention relates to an electronic mail apparatus that manages the addresses of destinations of electronic mail (hereinafter referred to as "e-mail") and automatically judges a name and transmission method for each destination at the time of transmission.

[0002]

[Prior art]

E-mail is one of conventional methods for communication

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between information processing apparatuses connected to a network, and personal computers etc. are used as apparatuses for transmitting and receiving e-mails (i.e., e-mail apparatuses). In transmitting an e-mail message, it is necessary to write the address of a destination in the e-mail message to be transmitted. A user may input an address through a keyboard in generating an e-mail message to be transmitted. However, in the case of a destination to which a user frequently transmits e-mail messages, not only it is a heavy load for the user to input the e-mail address of the destination in generating each e-mail message to be transmitted, but also it is impossible to prevent a transmission error due to erroneous input of the address.

[0003]

In view of the above, conventional e-mail apparatuses have a function of registering destination information (destination table) in which the addresses and names of destinations are correlated with each other, and thereby upon designating a destination from among the registered destinations, the address of the designated destination is automatically added to an e-mail to be transmitted.

[0004]

Recently, a generated e-mail, however, is often transmitted to a plurality of destinations, and accordingly e-mail apparatuses in which destinations of e-mail are managed

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in groups have been mainstream. An e-mail apparatus in which destinations of an e-mail are managed in groups is provided with the above-mentioned destination table and additionally a group table in which a group identification name and one or a plurality of destination names registered in the destination table are registered. By designating a group of destinations of an e-mail message, the address of every destination which is registered as a member of the designated group is added to an e-mail itself and the e-mail message is transmitted to every destination. Further, the following e-mail apparatuses have been proposed.

[0005]

(1) An apparatus, disclosed in Japanese Unexamined Patent Publication JP-A5-219103 (1993), in which destinations of e-mail are managed in groups and registrants of a group are classified, based on exclusion information that is set before transmitting an e-mail message, into ones to whom the e-mail message need to be transmitted and ones to whom the e-mail message need not be transmitted. The e-mail message is transmitted to only the registrants to whom it needs to be transmitted (the e-mail is not transmitted to the registrants to whom it need not be transmitted).

(2) An apparatus, disclosed in Japanese Unexamined Patent Publication JP-A 8-316983 (1996), in which a function of registering a table in which keywords and destinations are correlated with each other is provided. A person to whom an

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e-mail message needs to be transmitted is determined automatically based on a keyword that is included in the e-mail message, and the e-mail message is transmitted to the person thus determined.

(3) An apparatus, disclosed in Japanese Unexamined Patent Publication JP-A 11-212884 (1999), in which an e-mail message with an attachment file is transmitted to a particular destination among a plurality of destinations to whom the e-mail message needs to be transmitted.

[0006]

[Problems that the invention is to solve]

In the apparatus (1), however, since exclusion information is inputted by a user, the exclusion information cannot be prevented from being erroneously inputted by a user.

Accordingly the apparatus has a high possibility to transmit an e-mail message to a person to whom it need not be transmitted or to fail to transmit the e-mail message to a person to whom it needs to be transmitted. There is another problem that since a user needs to input exclusion information, the apparatus needs relatively high expenditures of time and labor in e-mail transmission and is inferior in operability.

[0007]

In the apparatus (2), since the destination of an e-mail message is determined based on a keyword that is included in the e-mail message, a user needs to generate an e-mail message

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in consideration of the destination and hence more time and labor are needed to generate the e-mail message.

[0008]

In the apparatus (3), a user specifies, for each person, whether to add an attachment file. Therefore, the apparatus has a high possibility to transmit due to an erroneous specification an attachment file to a person to whom it need not be transmitted or to fail to transmit the attachment file to a person to whom it needs to be transmitted. There is another problem that since a user needs to specify, for each person, whether to add an attachment file, the apparatus needs relatively high expenditures of time and labor in e-mail transmission and is inferior in operability.

[0009]

An object of the present invention is to provide an e-mail apparatus capable of enhancing ease of operation and preventing an e-mail transmission error.

[0010]

[Means of solving the problems]

To attain the above object, the invention provides an e-mail apparatus comprising the following.

[0011]

(1) A storage section for storing a destination table in which destination records in each of which an address of an e-mail destination and a destination notation are correlated

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with each other are registered and a group table in which group records in each of which an identification name of a group and one or a plurality of destinations are correlated with each other are registered; and

a control section having a destination classification function of classifying, when a group is designated as destinations of an e-mail message, destinations correlated with the designated group into destinations who are listed in the e-mail message to be transmitted and destinations who are not, and a transmission function of transmitting the e-mail message based on the classification by the destination classification function.

[0012]

In this configuration, the destinations (i.e., the registrants of the group) who are correlated with a group that has been designated as destinations of an e-mail message to be transmitted are classified depending on whether they are listed in the e-mail message and the e-mail message is transmitted based on a classification result.

[0013]

Where a setting is so made that an e-mail message is not transmitted to a registrant of a designated group who is not listed in the e-mail message, transmission of an e-mail message to a person to whom it need not be transmitted is avoided by a user's refraining from writing (inputting) the name of the

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person in generating the e-mail message. The e-mail is transmitted reliably to persons whose names are listed in the e-mail message. In this manner, depending on whether a user writes a destination name in an e-mail message to be transmitted, the e-mail message can reliably be transmitted to persons to whom it needs to be transmitted and the e-mail message is not transmitted to persons to whom it need not be transmitted. Since writing names of persons to whom an e-mail message needs to be transmitted is an act that is done usually, it does not increase the load of a user.

[0014]

(2) In the invention it is preferable that the control section further has a function of designating a group of destinations as designations of the e-mail message based on attribute information of the e-mail message.

[0015]

According to the invention, the group of destinations is designated automatically based on attribute information of the e-mail message to be transmitted. Therefore, a burden imposed to a user is more reduced.

[0016]

(3) In the invention it is preferable that the control section prohibit transmission of the e-mail message to the destinations which are listed in the e-mail message.

In the invention it is preferable that the destination

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classification function includes a function of subclassifying the destinations which are listed in the e-mail message to be transmitted based on a preset condition.

[0017]

According to the invention, for example, it is possible to transmit meeting minutes to only persons who were absent from the meeting. Therefore, destinations are determined automatically in accordance with the property of an e-mail message to be transmitted and operability of the apparatus is more enhanced.

[0018]

(4) In the invention it is preferable that the destination classification function is a function of performing the classification depending on whether the destinations are listed in a prescribed region of the e-mail message to be transmitted.

[0019]

Usually, the names of persons to whom an e-mail message needs to be transmitted are written at a beginning part of the e-mail message. Therefore, the classification may be performed depending on whether destinations are listed in this region.

[0020]

(5) In the invention it is preferable that the transmission function includes a function of transmitting, when a destination which is not correlated with the designated group is listed in the e-mail message to be transmitted, the e-mail

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message is also transmitted to the destination.

[0021]

According to the invention, even when a destination which is not correlated with a designated group is listed in an e-mail message, the e-mail message is also transmitted to the destination. Therefore, a user can transmit an e-mail message also to a person who does not belong to the designated group, merely by writing his name.

[0022]

(6) In the invention it is preferable that the storage section has a mail storage area for storing transmitted e-mails, and the transmission function includes a function of attaching, when transmitting the e-mail message to the destination which is not correlated with the designated group, to the e-mail message to be transmitted, e-mail messages which are stored in the mail storage area and were transmitted to the destinations of the designated group.

[0023]

According to the invention, when an e-mail message is transmitted to a person who does not belong to a designated group in the above-mentioned case of (5), e-mail messages that were transmitted to the registrants of the group in the past can be attached to the e-mail message.

[0024]

(7) In the invention it is preferable that the control

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section has a function of executing, when a destination which is not correlated with the designated group is listed in the e-mail message to be transmitted, a process of inquiring of a user whether to register the destination as a member of the designated group.

[0025]

According to the invention, when a destination which is not correlated with a designated group is listed in an e-mail message, an inquiry is made about whether to register the destination as a member of the designated group. Therefore, an individual who has newly joined a group can be registered easily.

[0026]

[Embodiment of the invention]

Fig. 1 is a block diagram showing the configuration of an e-mail apparatus according to an embodiment of the invention. An e-mail apparatus 1 is provided with a control section 2 for controlling the operation of a main body, a storage section 3 having a destination table 11 and a group table 12 (described later), a document template storage area 13 in which templates of various documents such as meeting minutes are registered, a transmitted mail storage area 14 for storing transmitted e-mail etc., and other areas, an input section 4 having a mouse, a keyboard, etc., a display section 5 for performing display corresponding to an input manipulation on the input section 4, and a

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communication section 6 for controlling communication with a network.

[0027]

As shown in Fig. 2, destination records 11a in each of which destination notations and a mail address (hereinafter referred to merely as "address") are correlated with each other are registered in the destination table 11 that is stored in the storage section 3. The term "destination" as used herein means a name or the like that enables identification of an individual. Not only a representative notation but also other notations enabling identification of an individual can be registered in each destination record 11a. For example, "Hajime Suzuki," "H. Suzuki," etc. can be registered as other notations enabling identification of "sub-section manager Suzuki" can be registered in a destination record 11a having "sub-section manager Suzuki" as a representative notation. As shown in Fig. 3, group records 12a in each of which the name of the group and the representative notations of individuals (registrants) belonging to the group are correlated with each other are registered in the group table 12. Either a single person or a plurality of persons may be registered in each group. Templates of various documents are stored in the document template storage area 13. For example, as shown in Fig. 4, a meeting minutes template having fields in which to write a subject, a date, a place, attendants, meeting results, etc. can be stored in the

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document template storage area 13. A user can generate an e-mail message to be transmitted by using any of those templates. As shown in Fig. 5, an e-mail message that has been generated by the e-mail apparatus according to this embodiment is provided with a region where attribute information such as a file name and a group name are to be inputted. A user can generate a template freely and a generated template can be stored in the document template storage area 13. An e-mail message can be generated according to a form that is not stored as a template.

[0028]

The operation of the e-mail apparatus 1 according to this embodiment will be hereinafter described. A user who wants to transmit an e-mail message generates an e-mail body. This may be done by using either a template stored in the document template storage area 13 or a unique form devised by the user. At this time, the user also inputs attribute information (a title name, a group name, etc.) of the generated e-mail message. The e-mail apparatus 1 may be so configured that a group name can be inputted by designating a group name that is registered in the group table 12. Also, the e-mail apparatus 1 may be so configured that a group name (or a destination name) is inputted automatically in a case where an e-mail message is generated by using a template that is stored in the document template storage area 13. Specifically, this is done by storing, in the document template storage area 13, a template in which a group name is inputted

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as attribute information.

[0029]

Fig. 6 shows an example e-mail message generated by a user. Fig. 6A shows attribute information of the generated e-mail message and Fig. 6B shows an e-mail body. In the e-mail message of Fig. 6, "Leader meeting" is inputted as a group name (attribute information).

[0030]

When the user who has completed the generation of the e-mail message makes, through the input section 4, an input that commands transmission of the e-mail message, a process of transmitting the generated e-mail message is executed. Fig. 7 is a flowchart showing a mail transmission process of the e-mail apparatus 1 according to this embodiment. The e-mail apparatus 1 reads out a group name (in this example, "Leader meeting") from attribute information at step n1 and detects registrants of the group from the group table 11 at step n2. At step n3, the e-mail apparatus 1 detects destinations that are listed in a prescribed region of the e-mail to be transmitted (i.e., the e-mail that has been generated by the user).

[0031]

The prescribed region may be set on an e-mail message basis. For example, a region where to input information indicating the prescribed region may be provided in the attribute information. For example, in the case of the meeting minutes of Fig. 6, the

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region where to write attendant names may be made the prescribed region. The registrants of "Leader meeting" are four persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Nakamura," and "Chief Yamamoto." In the meeting minutes of Fig. 6, only three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" are written as attendants but "Chief Nakamura" is not written because he was absent.

[0032]

At step n4, the e-mail apparatus 1 classifies the registrants of the group that were detected at step n3 into persons (destinations) who are listed in the prescribed region of the e-mail message and persons who are not. In this example, at step n4, the e-mail apparatus 1 makes classification into the three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" and the single person of "Chief Nakamura." At step n5, the e-mail apparatus 1 transmits the e-mail message based on the classification result of step n4.

[0033]

At step n5, an e-mail transmission method etc. may be determined in accordance with the property of the e-mail message to be transmitted. Exemplary e-mail transmission methods are as follows.

(1) If the purpose of transmission of the e-mail message

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is confirmation of the contents of generated meeting minutes, the meeting minutes (e-mail message) need to be transmitted to attendants of the meeting but need not be transmitted to persons who were absent. In this case, a setting is possible that the e-mail message is transmitted to persons (destinations) who are listed in the prescribed region of the e-mail message and is not transmitted to the other persons (i.e., persons who were absent). With this setting, the transmission of the e-mail can be done automatically in such a manner that the e-mail message is transmitted to the three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" who attended the meeting and is not transmitted to "Chief Nakamura" who was absent.

[0034]

The address of a person to whom the e-mail should be transmitted is obtained by searching the destination table 11. The e-mail apparatus 1 according to this embodiment automatically adds, to the e-mail message, an address that has been acquired by searching the destination table 11.

[0035]

(2) If meeting minutes were handed to attendants at the end of the meeting and the purpose of transmission of the e-mail message is to transmit the meeting minutes to persons who were absent, the meeting minutes (e-mail message) need not be transmitted to the attendants and need to be transmitted to the

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persons who were absent. In this case, a setting is possible that the e-mail message is not transmitted to the persons (destinations) who are listed in the prescribed region of the e-mail message and is transmitted to the other persons (i.e., the persons who were absent). With this setting, the transmission of the e-mail message can be done automatically in such a manner that the e-mail message is not transmitted to the three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" who attended the meeting and is transmitted to "Chief Nakamura" who was absent.

[0036]

(3) Another setting is possible that the e-mail message is transmitted as an original (To: transmission) to persons (destinations) who are registrants of the group detected at step n2 and are listed in the prescribed region of the e-mail message detected at step n3 and the e-mail message is transmitted as a copy (CC: transmission) to persons who are not listed in the prescribed region of the e-mail message detected at step n3. With this setting, in the example being considered, the transmission can be done in such a manner that the e-mail message is transmitted as an original to the three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" who attended the meeting and is transmitted as a copy to "Chief Nakamura" who was absent.

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(4) If an attachment file was handed to attendants at the time of a meeting, a setting is possible that the e-mail message is transmitted without the attachment file to persons (destinations) who are registrants of the group detected at step n2 and are listed in the prescribed region of the e-mail message detected at step n3 and the e-mail message is transmitted with the attachment file to persons who are not listed in the prescribed region of the e-mail message detected at step n3. With this setting, the e-mail message is transmitted without an attachment file to the three persons of "Sub-section manager Suzuki," "Sub-section manager Tanaka," and "Chief Yamamoto" who attended the meeting and is transmitted with the attachment file to "Chief Nakamura" who was absent. That is, an attachment file can be transmitted to only persons who were absent and hence were not handed the attachment file.

[0038]

(5) Still another setting is possible that the e-mail message is transmitted as BCC: transmission to a person (who is not necessarily a registrant of the group) who is listed in the prescribed region of the e-mail as a destination with a prescribed mark or notation such as "[written by]" or "[secretariat]." This setting allows even a person who has written meeting minutes, a secretariat, or the like to manage the meeting minutes.

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The transmission-completed e-mail message is stored in the transmitted mail storage area 14.

[0040]

Since as described above proper destinations and a proper transmission method (To:, CC:, or BCC: transmission, with or without an attachment file, etc.) vary in accordance with the property of an e-mail message to be transmitted, the e-mail apparatus 1 may be so configured as to allow a user to make one of settings (1)-(5) freely. For example, when a user has commanded transmission of an e-mail message, a picture that inquires of the user which of settings (1)-(5) should be effected may be displayed on the display section 5 to urge the user to make a setting input. With this measure, the only manipulation that the user should perform is to select (designate) a setting and hence the load of the user is not increased.

[0041]

Another embodiment of the invention will be described below. An e-mail apparatus 1 according to this embodiment is similar to the e-mail apparatus 1 according to the first embodiment and different from the latter in being additionally provided with a process that is executed when the name of a destination who is not a registrant of a designated group is written in the prescribed region of an e-mail message.

[0042]

Specifically, when the name of a destination who is not

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a registrant of a designated group is written in the prescribed region of an e-mail message, the e-mail apparatus 1 acquires an address that is correlated with this destination by searching the destination table 11 and transmits the e-mail message to the acquired address. The e-mail apparatus 1 may be so configured that an e-mail transmission method (To:, CC:, or BCC: transmission or the like) suitable for the property of an e-mail message to be transmitted can be set.

[0043]

For example, in the case of transmitting meeting minutes shown in Fig. 8, the above-described process allows the meeting minutes to be also transmitted to "Chief Takahashi" who is listed as an attendant but is not registered as a member of the group "Leader meeting." Therefore, the meeting minutes can be transmitted to "Chief Takahashi" in a situation that he attended the meeting as a guest or that he newly joined the group but the group table 12 has not been updated accordingly yet.

[0044]

When the name of a destination who is not a registrant of a designated group is written in the prescribed region of an e-mail message, as shown in Fig. 9 a picture that inquires of a user whether to register this destination as a member of the group may be displayed on the display section 5. At this time, if the user inputs an instruction to the effect that the destination should be registered as a member of the group, the

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destination is registered in the corresponding group record 12a. Therefore, when the members of a group have changed by, for example, addition of a new member, the group table 12 can be updated easily and ease of operation of a user is more enhanced. Further, as shown in Fig. 9, the picture may include a portion that inquires of the user whether materials that have been generated so far should be transmitted to the new member as attachments to the e-mail message. With this measure, the past materials of the group can be transmitted to the new member and hence the new member can easily recognize the past situations of the group. The past materials of the group are stored in the transmitted mail storage area 14.

[0045]

In the above embodiments, all the destination names written in the e-mail message are representative notations. A similar operation is performed even if a destination name is a notation that is registered in a destination record 11a as not being a representative notation.

The invention may be embodied in other specific forms without departing from the spirit or essential characteristics thereof. The present embodiments are therefore to be considered in all respects as illustrative and not restrictive, the scope of the invention being indicated by the appended claims rather than by the foregoing description and all changes which come within the meaning and the range of equivalency of the claims

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are therefore intended to be embraced therein.

[0046]

[Effect of the invention]

As mentioned above, according to the invention, one or a plurality of destinations which are registered so as to be correlated with a designated group that has been designated as e-mail destinations are classified depending on whether they are listed in an e-mail message to be transmitted. The e-mail message is transmitted based on the classification result. Therefore, transmissions in accordance with types of the e-mail message to be transmitted can be performed easily, and it is possible to provide an e-mail apparatus capable of enhancing ease of operation and preventing an e-mail transmission error.

[BRIEF DESCRIPTION OF THE DRAWINGS]

[Fig. 1]

A block diagram showing the configuration of an e-mail apparatus according to an embodiment of the invention.

[Fig. 2]

A destination table provided in the e-mail apparatus according to the embodiment of the invention.

[Fig. 3]

A group table provided in the e-mail apparatus according to the embodiment of the invention.

[Fig. 4]

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A template of meeting minutes.

[Fig. 5]

The structure of a region to which attributes of a file are to be inputted.

[Fig. 6]

An example of a generated e-mail message.

[Fig. 7]

A flowchart showing a process executed by the e-mail apparatus according to the embodiment of the invention.

[Fig. 8]

Another example of a generated e-mail message.

[Fig. 9]

An example display on a display section of an e-mail apparatus according to the embodiment of the invention. A flowchart showing a process.

[EXPLANATION OF NUMERALS]

- 1 e-mail apparatus
- 2 control section
- 3 storage section
- 4 input section
- 5 display section
- 6 communication section
- 11 destination table
- 11a destination record

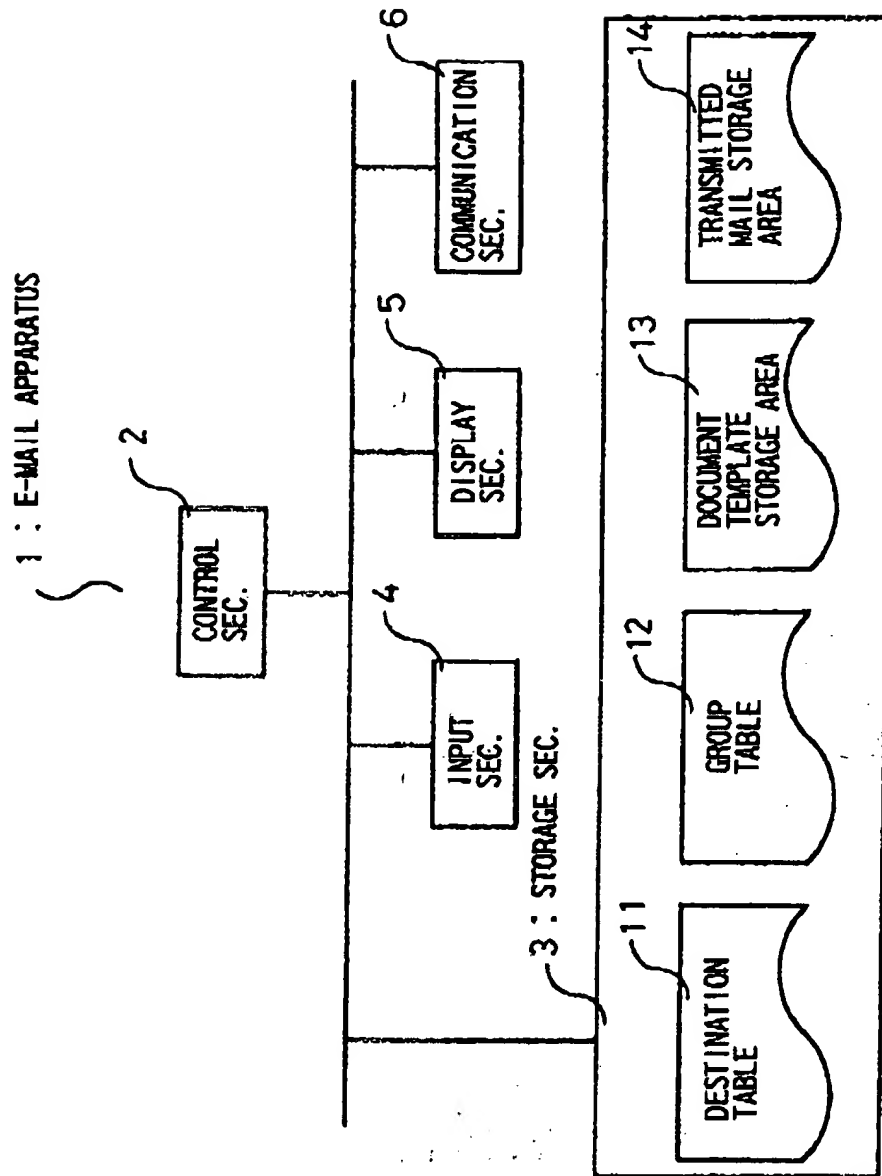
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- 12 group table
- 12a group records
- 13 document template storage area
- 14 transmitted mail storage area



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FIG.1



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11: DESTINATION TABLE

REPRESENTATIVE	OTHERS	MAIL ADDRESS	
.....
SUB-SECTION MANAGER SUZUKI	HAJIME SUZUKI, H. SUZUKI	h_suzuki@aaa.xyz.co.jp
.....
CHIEF TAKAHASHI	MIITSUKO TAKAHASHI	m_takahashi@aaa.xyz.co.jp
SUB-SECTION MANAGER TANAKA	DAIGO TANAKA	d_tanaka@bbb.xyz.co.jp
CHIEF NAKAMURA	MITSUMI NAKAMURA, M. NAKAMURA	m_nakamura@bbb.xyz.co.jp
.....
CHIEF YAMAMOTO	TAKESHI YAMAMOTO	t_yamamoto@aaa.xyz.co.jp
CHIEF YOSHIDA	SHINJI YOSHIDA	s_yoshida@aaa.xyz.co.jp
.....

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FIG.3

12: GROUP TABLE

12a

GROUP NAME	REGISTRANTS
LEADER MEETING	(SUB-SECTION MANAGER SUZUKI), (SUB-SECTION MANAGER TANAKA), (CHIEF NAKAMURA), (CHIEF YAMAMOTO)
GET-ACQUAINTED SOCIETY	(SUB-SECTION MANAGER SUZUKI), (CHIEF TAKAHASHI) (CHIEF YOSHIDA)
.....

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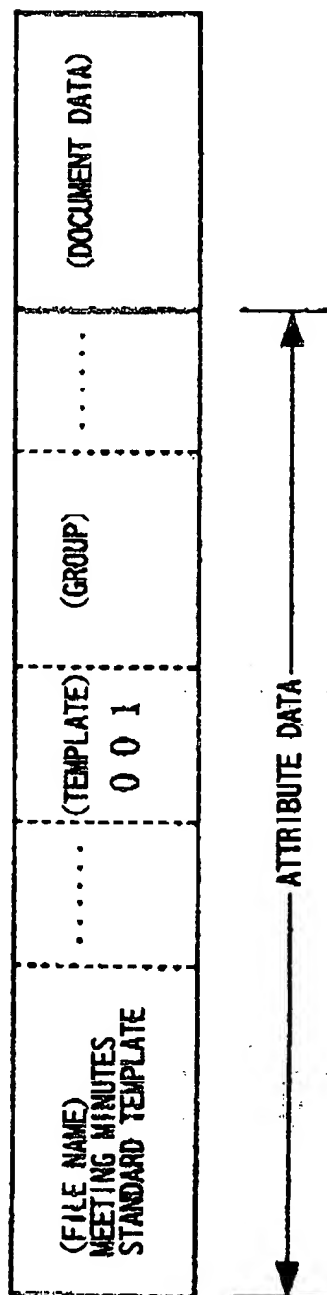
FIG. 4

TO: _____	○○○ RESEARCH CENTER, ○TH DEVELOPMENT SECTION							
	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>							
<div><p><u>MEETING MINUTES</u></p><p>SUBJECT: _____</p><p>DATE: _____ PLACE: _____</p><p>ATTENDANTS: _____</p><p>_____</p></div>								
<div><p><u>MEETING RESULTS:</u></p></div>								

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FIG.5



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(FILE NAME) LEADER MEETING-1	(TEMPLATE) 0 0 1	(GROUP) LEADER MEETING
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FIG.6

(A)

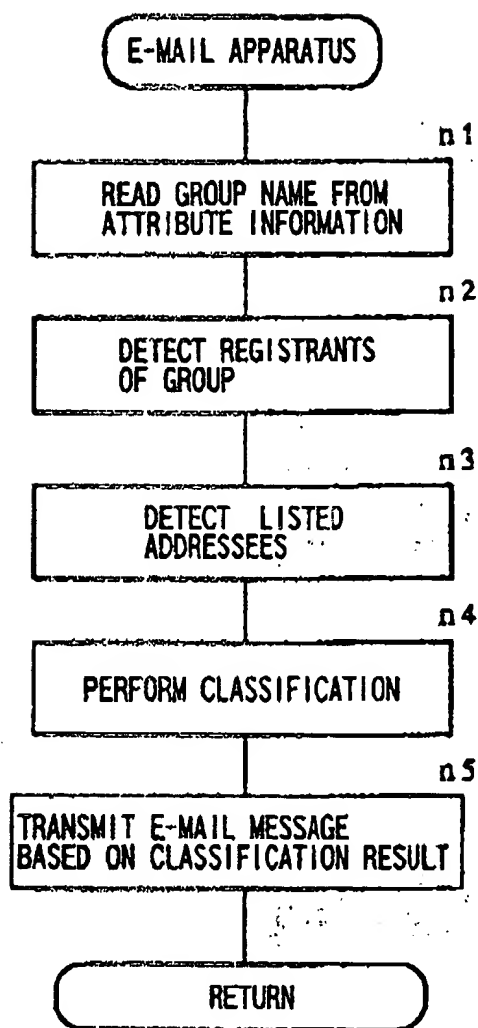
<u>MEETING MINUTES</u>	
SUBJECT:	<u>FIRST LEADER MEETING</u>
DATE:	<u>APRIL 1, 1999</u> <u>PLACE: MEETING ROOM 4</u>
ATTENDANTS:	<u>SUB-SECTION MANAGER SUZUKI,</u> <u>SUB-SECTION MANAGER TANAKA,</u> <u>CHIEF YAMAMOTO, [WRITTEN BY] KOBAYASHI</u>

(B)

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FIG.7



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FIG.8

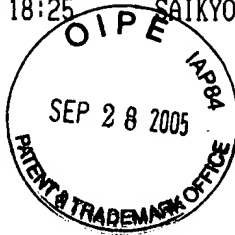
MEETING MINUTES	
SUBJECT: <u>THIRD LEADER MEETING</u>	
DATE: <u>AUGUST 2, 1999</u>	PLACE: <u>MEETING ROOM 4</u>
ATTENDANTS: <u>SUB-SECTION MANAGER SUZUKI,</u>	
<u>CHIEF TAKAHASHI, CHIEF NAKAMURA,</u>	
<u>[WRITTEN BY] KOBAYASHI</u>	

FIG.9

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CHIEF TAKAHASHI (m_takaha@aaa.xyz.co.jp) IS NOT A MEMBER.			
• SHOULD HE OR SHE BE ADDED AS A NEW MEMBER?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
• SHOULD PAST MAIL BE ATTACHED?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="DETAILS"/>
<input type="button" value="EXECUTION"/>			

ATTACHMENT MAIL LIST			
• LEADER MEETING-1	99/4/2	9:25	
• LEADER MEETING-2	99/6/2	9:37	



Application No. 11-343621

[DOCUMENT] ABSTRACT

[ABSTRACT]

[PROBLEM TO BE SOLVED] To provide an e-mail apparatus capable of enhancing ease of operation and preventing an e-mail transmission error.

[SOLUTION] One or a plurality of destinations which are registered so as to be correlated with a designated group that has been designated as e-mail destinations are classified depending on whether they are listed in an e-mail message to be transmitted. The e-mail message is transmitted based on a classification result. Therefore, classification into destinations to which an e-mail message needs be transmitted and destinations to which the e-mail message need not be transmitted can be performed automatically depending on whether they are listed in the e-mail message. The load of a user can thus be reduced.

[FIGURE TO BE PUBLISHED] Fig. 7